



Mac Desktop/Macbook and OneClickdigital



Initial Setup (First time only)

Step 1: Create a OneClickdigital account

1. In your browser, connect to our OneClickdigital home page:
<http://santaclaracityca.oneclickdigital.com/Home/Featured.aspx>
2. Click the **Create New Account** link at the top of the page
3. Enter required information
4. Make a note of the user name and password you created
5. Click the **Create New Account** button when finished

Step 2: Install and set up your OneClickdigital Media Manager

1. On the OneClickdigital page, click the Help tab
2. Scroll down to the desktop apps section, and click MAC DOWNLOAD
3. The Apple App store will open
4. Download the **"OneClick Media Manager"** app, and follow download instructions
5. Then enter your user name (called User Profile) and password, then click **Login** button.



Find, Browse and Download OneClickdigital audiobooks

1. Open the **OneClickdigital Media Manager**
2. Enter your user name (user profile) and password
3. Click the **Login** button
4. Search for audiobooks by clicking the **Browse Website** link
5. After choosing a title, click **Checkout Now!** button
6. Go to **My Collections** Tab and click **Download Now** next to title
7. Click **Open** when prompted.
8. Click back to the **OneClickdigital Media Manager**
9. To complete the download process, click **Play** and the audiobook will simultaneously download and begin to play the title.

Return a Title Early

1. Open the **OneClickdigital Media Manager**
2. Login with your user name and password
3. Click the **Check Outs** tab
4. Click the **Return** button next to the desired title



Windows PC/Laptop and OneClickdigital



Initial Setup (First time only)

Step 1: Create a OneClickdigital account

1. In your browser, connect to our OneClickdigital home page:
<http://santaclaracityca.oneclickdigital.com/Home/Featured.aspx>
2. Click the **Create New Account** link at the top of the page
3. Enter required information
4. Make a note of the user name and password you created
5. Click the **Create New Account** button when finished

Step 2: Install and set up your OneClickdigital Media Manager

1. On the **OneClickdigital page**, click the **Help** tab
2. Scroll down to the desktop apps section and click WIN DOWNLOAD link
3. Download the “**OneClickdigital Media Manager**” app and follow download instruction
4. Then enter your user name (called User Profile) and password
5. Click the **Login** button



Find, Browse and Download OneClickdigital audiobooks

10. Open the **OneClickdigital Media Manager**
11. Enter your user name (user profile) and password, then click the Login button
12. Search for audiobooks by clicking **Browse Website** link
13. After choosing a title, click **Checkout Now!** button.
14. Go to **My Collections** tab and click **Download Now** next to title
15. Click **Open** when prompted.
16. Click back to the **OneClickdigital Media Manager**
17. To complete the download process to your computer, click Play and the audiobook will simultaneously download and begin to play the title.

Return a Title Early

5. Open the **OneClickdigital Media Manager**
6. Login with your user name and password
7. Click the **Check Outs** tab
8. Click the **Return** button next to the title you wish to return